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AUG 28 1953

MEMORANDUM FOR: Acting Director of Central Intelligence

SUBJECT : Classification of Position of Deputy Assistant Director
for National Estimates

1. PROBLEM:

a. To establish the position of Deputy Assistant Director for National Estimates at the GS-17 level.

b. Upon approval of the Deputy Assistant Director position at GS-17, to promote the incumbent thereof, [] from GS-16 to GS-17.

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2. FACTS:

a. Effective 3 January 1952 [] the executive structure 25X1 of the Office of National Estimates was established as follows:

Assistant Director for National Estimates, and Chairman, National Estimates Board	GS-18
Deputy Assistant Director and Vice Chairman, National Estimates Board	GS-18
Deputy Assistant Director (Administration)	GS-16

b. Effective with publication [] 7 August 1953, 25X1 ONE's executive structure was realigned as follows:

Assistant Director for National Estimates and Chairman, National Estimates Board	GS-18
Vice Chairman, National Estimates Board	GS-18
Deputy Assistant Director for National Estimates	(proposed) GS-17

c. In recognition of additional responsibilities now assigned to the Deputy Assistant Director for National Estimates, the Assistant Director has requested that consideration be given to the establishment of the Deputy position in GS-17 and to the promotion of the incumbent, [] from GS-16 to GS-17. The Deputy Director (Intelligence) has concurred in this request.

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d. No action is required in the classification of the Vice Chairman, National Estimates Board, position inasmuch as its duties and responsibilities fall within the coverage of the approved position description for the GS-18 Member, National Estimates Board, position.

3. DISCUSSION:

a. A position description for the new Deputy Assistant Director position together with the Personnel Office Evaluation Report is appended. (Tab I).

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b. Based on classification study and review, the Personnel Office recommends GS-17 for the Deputy Assistant Director position.

c. Upon approval of the GS-17 position, the existing GS-16 Deputy Assistant Director (Administration) position will be cancelled. Therefore, no additional supergrade positions will be created. 25X1A9A

d. [] currently designated as Deputy Assistant Director for National Estimates, is considered well qualified for the GS-17 position by the Assistant Director for National Estimates and the Deputy Director (Intelligence). His record as indicated in the attached biographical sketch (Tab II) supports this position. 25X1A9A

e. Promotion of [] may be effected within the existing DD/I supergrade space allotment inasmuch as he is currently at the GS-16 level.

4. CONCLUSIONS:

a. The realignment of responsibilities within the executive structure of the Office of National Estimates is logical in consideration of ONE's operating and coordinating functions in the intelligence community.

b. The duties and responsibilities now assigned to the Deputy Assistant Director position justify allocation in GS-17.

c. According to the Assistant Director for National Estimates and the Deputy Director (Intelligence) [] has demonstrated his ability to perform the proposed duties of Deputy Assistant Director for National Estimates. 25X1A9A

5. RECOMMENDATIONS:

a. That the establishment of the Deputy Assistant Director for National Estimates position in GS-17 be approved.

b. That the promotion of [] from GS-16 to a "temporary" GS-17 in the position of Deputy Assistant Director for National Estimates be approved. Personnel Action Request is attached (Tab III).

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Attachments:

[]
L. K. WHITE
Acting Deputy Director
(Administration)

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ACTION BY APPROVING AUTHORITY:

APPROVED:

C. P. Cabell
Acting Director of Central Intelligence

Date: 19 Aug 53

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